

CITY OF WALSENBURG

PARK/PUBLIC PROPERTY USE PERMIT FOR SPONSORED EVENTS/ACTIVITIES

PARK OR PUBLIC PROPERTY TO BE USED _____, _____

DATE & TIME OF SET UP: _____ BREAKDOWN DATE & TIME: _____

DATE & TIME OF EVENT: _____ END DATE & TIME OF EVENT: _____

NAME OF EVENT/ACTIVITY: _____

DESCRIPTION OF EVENT OR ACTIVITY: _____

AGENCY/SPONSOR: _____

CONTACT PERSON (PLEASE PRINT): _____ PHONE/FAX: _____

ADDRESS _____ CITY/ZIP _____

CHECK TYPE OF FACILITY(S) TO BE INCLUDED WITH THIS REQUEST:

- RACQUETBALL TENNIS COURT BASKETBALL
 SHELTER MINER'S PLAZA STAGE

CATEGORY OF ORGANIZATION/SPONSOR

- A. INDIVIDUALS, SPECIAL INTEREST GROUPS
B. NON-PROFIT/CHURCHES

➤ I (we) have read and understand all statements, requirements and have answered all questions contained in this Park Use permit for sponsored Events/Activities. I (we) understand and agree to all requirements contained herein including payment of fess.

➤ **INDEMNIFICATION:**

By signing below, Applicant hereby expressly exempts and releases the City, its officers, employees, and insurers from and against all liability, claims arising from property loss or damage, bodily injury, loss or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands results from the act, omission negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

Signature of Sponsor/ Organization Representative

Date of submittal

(Permit not valid until requirements are met and signed copy is in the possession of sponsor at Event/Activity site)

Please Answer Following Questions: (Attach additional supporting pages as necessary for description)

<u>Questions to be answered by Sponsor:</u>	<u>Requirements</u>	<u>_____ of Sponsor</u> (For City Use Only)
1. Category of Sponsor: A or B		_____
2. Site Plan of Event in Park attached?	YES/NO	_____
3. Have you scheduled an "on-site" pre event meeting? When _____?	YES/NO	_____
4. Insurance Cert. naming City additional insured attached?	YES/NO	_____
5. Advance set up time indicated on permit form?	YES/NO	_____
6. Will you sell food, goods or services?	YES/NO	_____
7. Will you solicit donations or conduct a fund-raiser?	YES/NO	_____
8. Will there be an entrance or use fee? How much? _____	YES/NO	_____
9. Will alcohol be sold or served?	YES/NO	_____
If yes to the next two questions, have you contacted the Parks Department 3 days in advance of the event?		
10. Will you erect tent(s) or canopy's. Sq. Ft. _____	YES/NO	_____
11. Will there be temporary fencing?	YES/NO	_____
12. Water needs? Describe in detail?	YES/NO	_____
13. Electricity needs? Describe in detail.	YES/NO	_____
14. Will event require banners or signs?	YES/NO	_____
15. Do you need to drive vehicles on park lawns? Describe in detail.	YES/NO	_____
16. Do you anticipate adjacent road closures to park? Describe and attach "Right of Way permit"	YES/NO	_____
17. Are you going to provide security or supervision? Who are you using? _____	YES/NO	_____
18. Will your event produce load noise? Describe in detail.	YES/NO	_____
19. Have you arranged for trash & sanitation control?	YES/NO	_____
20. Upon review, the City may require a damage deposit.	YES/NO	_____

21. Have you signed the INDEMNIFICATION clause? YES/NO _____

For City Use Only: Required review and signatures will be obtained by City. Additional requirements may result from review.

Received by City Clerk

Date

Request Reviewed By Park Department Official

Date

Request Approved –City Administrator

Date